

Chief, Supply Division, OL

21 June 1957

Chief, Records Management Staff

Filing Equipment Review

REF : Memorandum dated 3 March 1957 to Chief, Records Management Staff, from Chief, Supply Division, subject as above

1. In accordance with our current agreement we have been reviewing equipment requisitions since 5 April 1957. The review has eliminated unsubstantiated requisitions and caused others to be amended.

2. Because we have found offices that have not been applying their Records Control Schedules, thus resorting to requisitioning additional equipment, I would like to continue the filing equipment review through 30 September 1957. I believe the continuation of the review will continue to produce tangible results since we now have Records Control Schedules in practically all of the DD/S and DD/I components.

3. The routing procedure, suggested in your memorandum of 3 March 1957, has been very satisfactory to me and should be continued if agreeable with you and your staff.

25X1A9a

25X1A9a Mgt/S/RMS/ [REDACTED] jml (21 Jun. 57)

hsp  
[Signature]